

REAL ESTATE COMMISSION EMPLOYMENT OPPORTUNITY

APPLICATION FOR EMPLOYMENT

Instructions

Completion of Application Form (pages 9-11)

1. Use black ink or typewriter.
2. List your social security number correctly.
3. List your zip code correctly.
4. Complete the section for Equal Opportunity Information.
5. Give complete information on your education and work history (Do not put "See Résumé" under education and work history).
6. List separately each job held and your duties for each position when you worked for one employer and held more than one position.
7. Sign and date your application.
8. [Note: Incomplete applications may not be considered or may be returned to you for proper completion.]

Other Application Materials

In addition to a properly completed Application for Employment form, applicants **must** submit a writing sample (articles, reports, papers, etc. prepared by the applicant), and **may** submit a Résumé.

Filing Application Form and Materials

1. Carefully remove the application form from the **Bulletin**.
2. Mail your application form and other required materials to the **N.C. Real Estate Commission, P.O. Box 17100, Raleigh, NC 27619-7100, Attn: Director of Administration**.
3. **No telephone inquiries or requests for appointments, please!**
4. Application for Employment and related materials must be received in the Real Estate Commission Office by August 24, 1998.

Employment Schedule

August 24 Application Deadline
September 3 Preliminary Interviews
September 9 Final Interviews and Decision
October 1 Employment Date (date negotiable)

The following job description summarizes a position now available on the Real Estate Commission staff. Interested, **qualified** persons are referred to the accompanying Application for Employment Form and instructions.

Questions or requests for additional information should be directed in **writing** (no telephone inquiries please) to the Commission's Director of Administration, N.C. Real Estate Commission, P.O. Box 17100, Raleigh, N.C. 27619-7100.

Information Officer

Salary: Beginning Salary Range \$28,609 - \$30,038 (depending upon qualifications)

Benefits: Blue Cross health insurance; retirement contribution; paid vacation and sick leave.

Duties:

1. Responds to written and telephone inquiries from real estate licensees and to complaints and inquiries from real estate consumers relating to the Real Estate License Law, the Commission's rules and positions, and general brokerage practices.
2. Performs other related duties at the direction of the Commission's Legal Counsel.

Minimum Qualifications: Bachelor's degree, a real estate license and one year of experience in general real estate brokerage, or an equivalent combination of education and experience. Must relocate to Raleigh or vicinity.

Other Requirements: In addition to a properly completed Application for Employment form, applicants **must** submit a writing sample (articles, reports, papers, etc. prepared by the applicant).

EQUAL OPPORTUNITY EMPLOYER